



Unity in  
*Action*  
Growing with  
*Passion*  
AIESEC Almaty 13 | 14

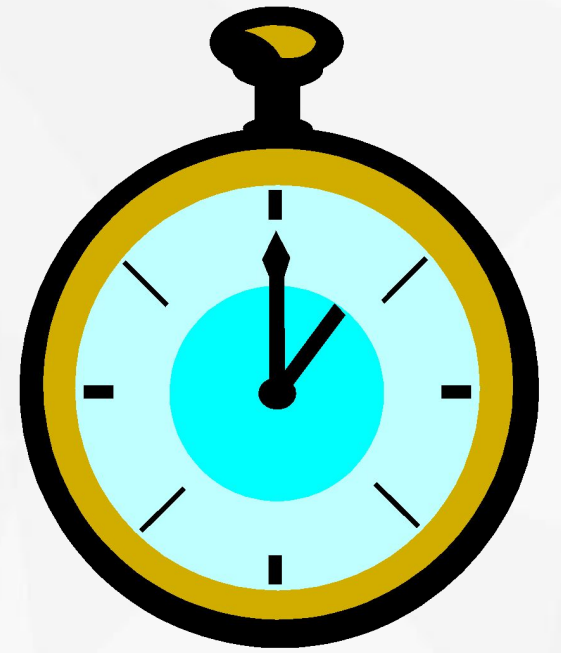


# Time Management

Organizing Committee President - Thomas Akynov



# Expectations

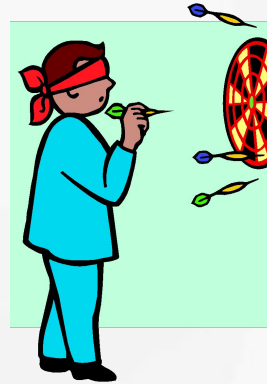


# **Benefits of time management**

- Efficient
- Successful
- Healthy

# Obstacles to effective time management

Unclear objectives



Disorganization



Inability to say  
“no”





# Obstacles to effective time management

Interruptions



Periods of inactivity



# Obstacles to effective time management

Too many things at once

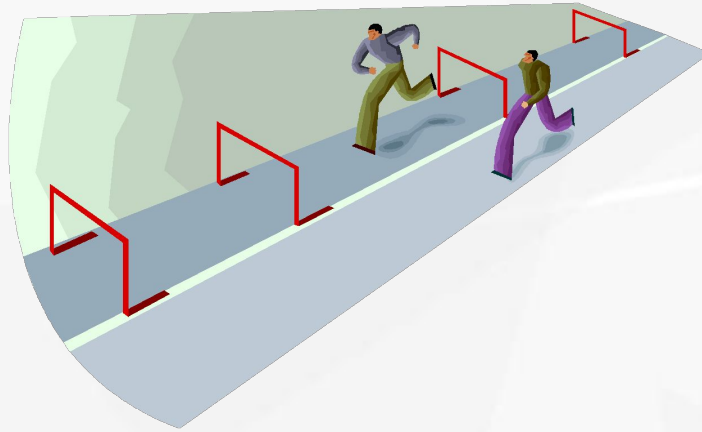


Stress and fatigue





# What can we do?



Recognize that obstacles exist

Identify them

Employ strategies to overcome

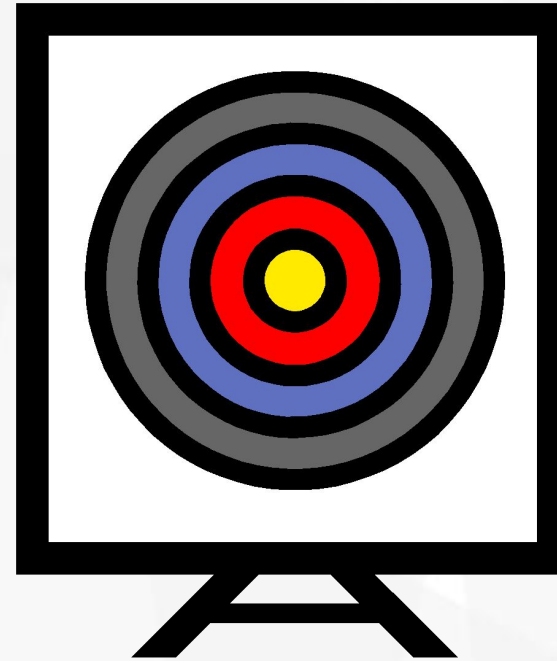






# Set goals

- Specific
- Measurable
- Achievable
- Realistic
- Time-based

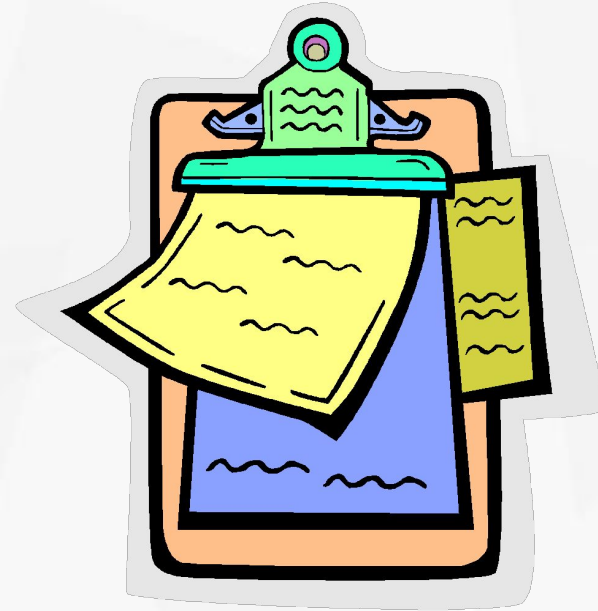


# Practice



# Prioritize

- Do
- Delegate
- Delay
- Delete

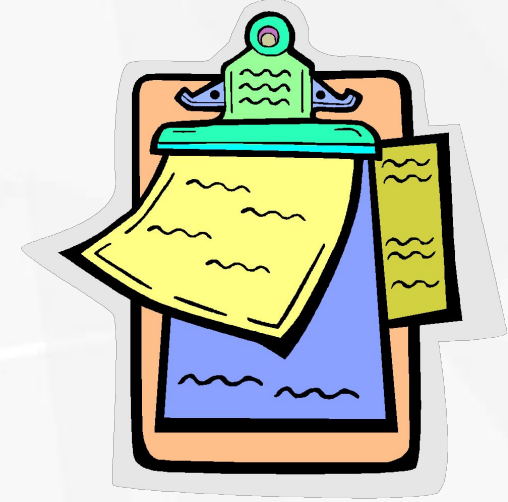


# Practice



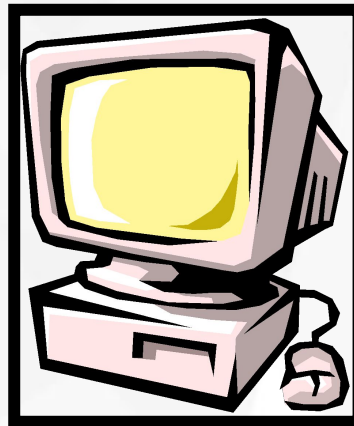
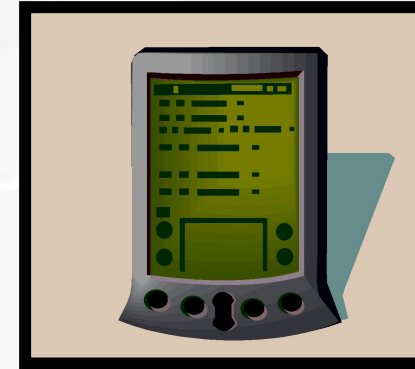
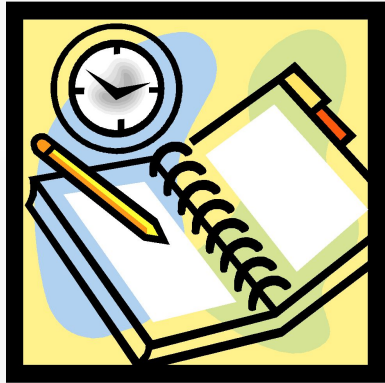
# Prioritize

1. Accomplish what you can early
2. Attach deadlines to things you delay





# Organize

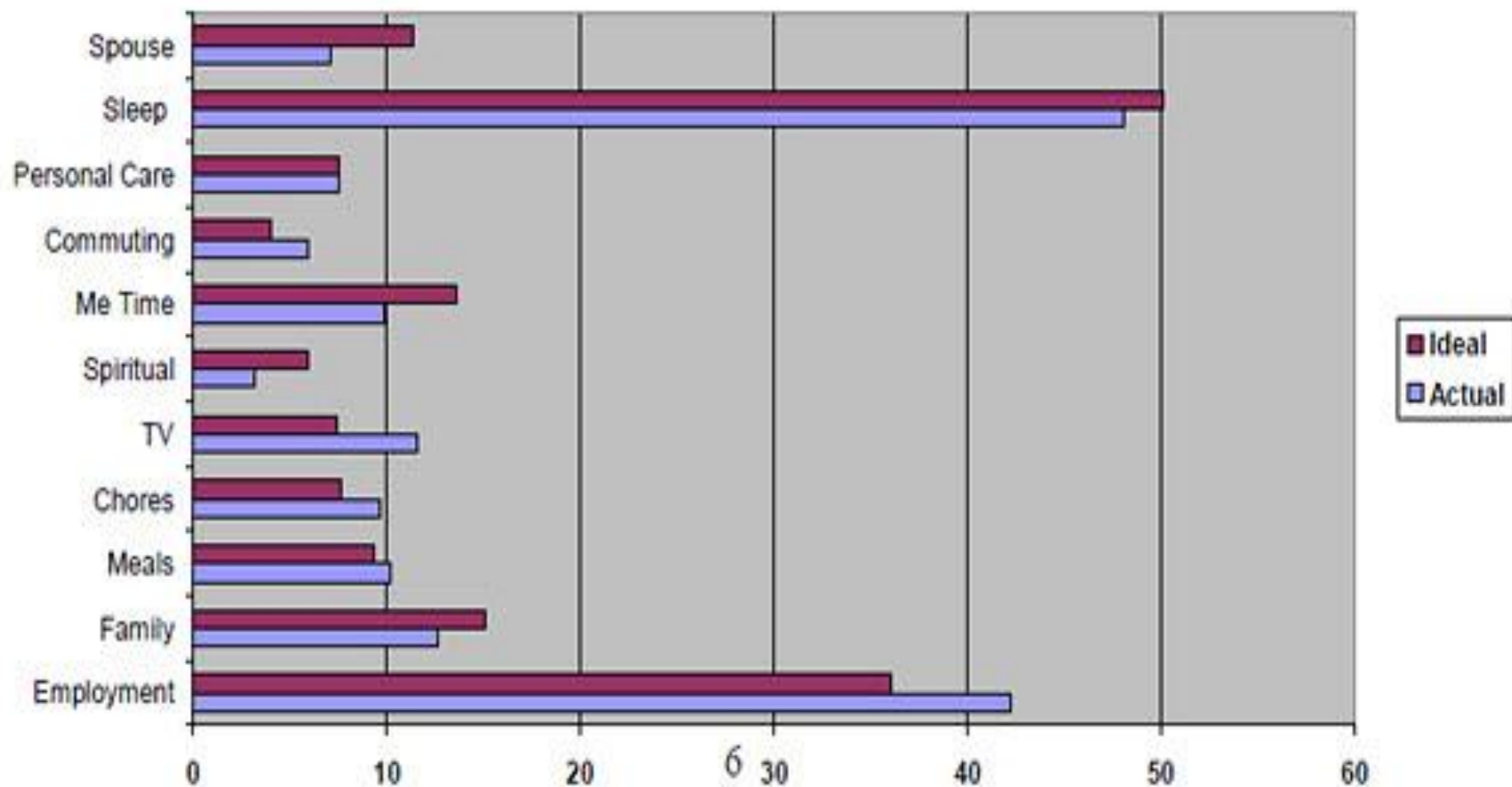


# Use your waiting time

- On public transportation
- At the doctor's office
- Waiting for your plane
- On hold
- When you are early



## HOURS PER WEEK BY ACTIVITY - ALL PARTICIPANTS



# Consider your personal prime time

- Morning?
- Evening?
- Late night?



# **Thank you for your attention**







